

Tri-County Area School District
Plainfield WI 54966

JOB DESCRIPTION

JD SS 416
Updated: September 2009

Position Title: **Educational Assistant (Special Education)**

Qualifications:

- Must have a high school diploma or equivalent.
- Able to work with children of all ages.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.

Supervised by: Building principal. Works under the direction of special education teachers.

Position Function:

Provide the student(s) with supervision, assistance and support while working in the school.

Specific Responsibilities:

- Assist teachers in planning, implementing and evaluating the special needs programs of special needs students. Supervise the students in a variety of school settings.
- Assist the student in a self-paced program.
- Work closely with the special education teachers to implement educational programs for special needs students.
- Report to the special education teachers on student conduct and progress.
- Supervise the students in a variety of tasks within the school building.
- Participate in meetings with other educational staff as necessary.
- Other duties as assigned.

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the building principal.